

Contractor Access to AF Installation**CONTRACTORS**

Important! Failure to comply with these requirements may result in identification not being issued.

STEP 1

- A. Contractors must submit a "Notification of Contract" letter containing the following:
1. Contract/Delivery Order/Task Order number.
 2. Period of performance.
 3. Location of work site and the time/days of the week contractors will need access to the installation.
 4. Must provide full name, work phone, and signature of a primary and alternate company official who will be authorized to sign for ID's for employees working on the contract. Referred to as "**Authorized Signers**".
- B. Must be verified and approved by signature through one of the following individuals:
1. Contracting officer.
 2. (COTR) Contracting Officer Technical Rep (N/A on this contract).
 3. Government official having knowledge of the contract.

STEP 2

- A. Contractors must provide Pass & Registration with a completed **AFMC Form 496 (Individual)** or a "Request for Base Identification" letter containing the following:
1. Must be on dated company letterhead.
 2. To Line: reading 88 SFS/SFOXI.
 3. Subject Line: reading "Request for Base Identification"
 4. Contract, Delivery Order, or Task Order number the individual is working on.
 5. Contract, Delivery Order, or Task Order number expiration date.
 6. Full name, SSN, and Citizenship of the individual applying for identification.
 7. Signature of primary or alternate "**Authorized Signer**".

NOTES

- A. Faxes will not be processed except for cases of genuine emergency.
- B. Non-U.S. citizens will not be granted unescorted entry to the installation unless prior approval is granted by 88 SPTG/CC.
- C. **Renewing expired contracts and credentials.**
When a contract/delivery or task order is extended the contracting officer, or government official having knowledge of the contract must send a letter to Pass & Registration notifying them of the extension. The prime contractor is responsible for submitting a new **AFMC Form 496** or "**Request for Base Identification Letter**" for every person.
- D. **Replacing lost or stolen ID cards.**
Prior to being issued a new ID card, applicants must submit a statement on company letterhead to their contracting officer, or government official overseeing the contract explaining the circumstances surrounding the lost ID. The letter will be endorsed and forwarded to Pass & Registration along with a new properly completed **AFMC Form 496** or "**Request for Base Identification Letter**".
- E. Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office. The prime contractor shall obtain a clearance certification from the issuing office which states all base identification passes have been turned in, accounted for, or transferred to a follow-on contract. This certification shall be submitted to the contracting officer.